



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1001.2B
BUMED-M10
14 Nov 2002

BUMED INSTRUCTION 1001.2B

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: ASSIGNMENT OF MEDICAL DEPARTMENT RESERVE NAVY OFFICER BILLET CLASSIFICATION (NOBC), SUBSPECIALTY (SSP), AND ADDITIONAL QUALIFICATION DESIGNATOR (AQD) CODES

Ref: (a) Manual of Navy Officer Manpower and Personnel Classification (NAVPERS 15839I), volumes 1 and 2
(b) BUPERSINST 1001.39D
(c) BUMEDINST 1214.1
(d) SECNAVINST 1920.6B

Encl: (1) Sample Request Letter for Addition or Deletion of Medical Department Reserve Navy Officer Billet Classification (NOBC), Subspecialty (SSP), and Additional Qualification Designator (AQD) Codes

1. Purpose. To provide guidelines for Medical Department Selected Reserve (SELRES) and Individual Ready Reserve (IRR) officers to acquire and maintain an NOBC, an SSP code, and when applicable, an AQD.

2. Cancellation. BUMEDINST 1001.2A.

3. Background

a. Reserve Medical Department officers must be assigned an NOBC, SSP, and if applicable, AQD codes to match active duty mobilization requirements.

b. Direct commission officers (DCOs) are assigned an NOBC, SSP, and AQD codes by a Corps-specific Professional Review Board at the Bureau of Medicine and Surgery (BUMED). Upon accession, the officer's NOBC, SSP, and AQD will be entered into the Inactive Manpower and Personnel Management Information System (IMAPMIS).

c. Previous Navy active duty officers' NOBC, SSP, and AQD codes are transferred from the active duty BUMED Information System (BUMIS) to IMAPMIS.

4. Definitions

a. An NOBC code is a description of a general occupational duty that can function in two ways. When the purpose is for billet description, it is a general statement of performance capabilities required to do part of an activity's mission. When the purpose is for individual officer classification, it is based on the officer's education level and civilian or military experience.

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b. An SSP code is a Corps-specific qualification in support of an NOBC. The SSP describes the education, training, and experience field within each of the unique staff corps subspecialties. The codes are made up of five characters, four numerals, and an alphabetic suffix. The suffix states the level of education, training, and experience pertaining to the unique staff corps subspecialty.

c. An AQD code identifies additional qualifications, skills, and knowledge required to perform the duties of a billet beyond those implicit in the billet designator, grade, NOBC, or subspecialty. All officers are currently awarded AQDs either as part of their professional review process or through officer-initiated requests.

5. Policy

a. Each Medical Department SELRES and IRR officer shall maintain at least one Medical Department NOBC, along with a corresponding SSP (and AQD code when applicable) identifying qualifications relating to training, education, professional experience, and certification. References (a) through (d) provide further guidance.

(1) Medical Department SELRES officers who are unable to achieve and maintain the billet-required NOBC, SSP, and when applicable AQD code, will not be retained in a drill-pay status for that billet.

(2) Failure to meet any Medical Department NOBC, SSP, and AQD code qualifications can result in administrative separation per reference (d).

b. SELRES and IRR officers should review their NOBC, SSP, and AQD codes using references (a) through (c) and may apply for NOBCs, SSPs, or AQDs for which they qualify. All supporting documentation, which may include a certified copy of transcripts, diplomas, or fitness reports (as necessary to demonstrate qualifications), must be submitted. A curriculum vitae or resume may also be enclosed. A complete review of existing NOBCs, SSPs, and AQDs is conducted when members request additional codes.

c. When advanced education or training is completed, Reserve Medical Department officers must forward their request for assignment of NOBC, SSP, or AQD codes to the Corps-specific Reserve Affairs Officer (RAO), per enclosure (1).

d. Officers are required to notify the Corps-specific RAO if they no longer qualify for any of their assigned NOBC, SSP, or AQD codes. NOBC, SSP, or AQD codes shall not be retained unless an officer can perform the full range of duties required. Independent practitioners must have full and unrestricted or itemized core privileges, whichever is applicable.

6. Qualifying for NOBC, SSP, or AQD Codes

a. NOBC, SSP, or AQD codes designate the training, education, and experience of Medical Department officers. Reference (a) contains the basic qualification criteria for Medical Department subspecialties.

b. NOBC, SSP, or AQD codes may be earned through a combination of drill participation, active duty, documented applicable civilian experience, or education applicable to the codes requested.

c. Medical Corps and Dental Corps officers in residency training shall retain an NOBC of 0106 (health service resident in training) as their primary NOBC. Their training status is further defined by an SSP code, with the suffix of "T" listed on their SSP code. Officers shall notify the Corps-specific RAO, per enclosure (1), upon completion of their training, so their codes can be updated.

d. Medical Department SELRES or IRR officers are expected to meet practice standards of the codes assigned.

7. Maintenance of NOBC, SSP, and AQD Codes

a. SELRES and IRR officers are responsible for maintaining their NOBC, SSP, and AQD codes. Officers who do not maintain the qualifications for their NOBC, SSP, and AQD codes shall request code deletion, see enclosure (1).

b. NOBC, SSP, and AQD codes may be removed by the Corps-specific RAO if:

(1) Licensure or certification is not maintained.

(2) Full and unrestricted or itemized privileges have not been exercised for a continuous 2-year period.

(3) The skills required by the NOBC, SSP, or AQD have not been practiced within a period of 5 years, unless competency can be documented.

8. Priority of NOBC, SSP, and AQD Codes

a. The initial priority sequence of NOBC, SSP, and AQD codes is made by the Corps-specific RAO. The code precedence may be reprioritized by the Commander, Naval Reserve Force (Code N13) as manpower needs require.

b. Individual officers may request reprioritization of codes to reflect current or future billet assignment. Requests for reprioritization are made through the Corps-specific RAO.

9. Application for Assignment or Deletion of NOBC, SSP, and AQD Codes

a. Application for assignment or deletion of NOBC, SSP, and AQD codes for SELRES officers are outlined in enclosure (1). Applications should be sent by mail, fax, or e-mail (preferred method) to the Corps-specific RAO. If documentation for a Medical Corps officer is in the Centralized Credentials and Privileging Department database, the application does not need a copy of the actual documents.

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b. Officers will receive notification of code assignments from the Corps-specific RAO by mail, e-mail, or fax.

A handwritten signature in black ink, appearing to read "K. L. Martin".

K. L. MARTIN
Vice Chief

Available at: <http://navymedicine.med.navy.mil/instructions/external/external.htm>

SAMPLE REQUEST LETTER
FOR ADDITION OR DELETION OF MEDICAL DEPARTMENT RESERVE
NAVY OFFICER BILLET CLASSIFICATION (NOBC), SUBSPECIALTY (SSP),
AND ADDITIONAL QUALIFICATION DESIGNATOR (AQD) CODES

From: Rank, Name, Corps, USNR, Social Security Number
To: Chief, Bureau of Medicine and Surgery (appropriate Corps code--M09BNC, M09BMC, M09BDC, M09BMSC), 2300 E Street, NW, Washington, DC 20372-5300

Subj: APPLICATION FOR ADDITION OR DELETION OF RESERVE MEDICAL
DEPARTMENT OFFICER NOBC, SSP, OR AQD CODES

Ref: (a) BUMEDINST 1001.2B

Encl: (1) Documentation of education, training, certification, licensure, or experience as appropriate to support request
(2) Current curriculum vitae or resume, if applicable

1. Per reference (a), I am sending my request by e-mail, unless I have made other arrangements with the corps-specific RAO for the (addition or deletion) of NOBC _____, SSP _____, AQD _____, based upon the following information:

a. Training, Education, and Certification

- (1) Training.
- (2) Education.
- (3) Certification.
- (4) Military courses.

b. Practical Experience Supporting the Request

(1) Civilian experience: Enclosures (1) and (2) are forwarded for additional information (show dates, billets, or duties that relate).

(2) Active duty for special work (ADSW), annual training (AT), inactive duty training (IDT). (Show dates, location, billets, or duties that relate to the NOBC, SSP, and AQD.) Include fitness reports pertaining to NOBC, SSP, and AQD.

2. If additional information is needed, I may be contacted at (include e-mail, postal address, fax, and daytime telephone number).

Name

Copy to:
Unit Commanding Officer

Enclosure (1)